

# Child Care Administration

## Policy Revision and Manual Update Log

Revision Date	Page Number	Description of Change
<b>7/01/04 Rev. #12</b>	189-190.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2004 FPL)
	209-212.....	Revised Dependent Deduction Chart and <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)
	377-378.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2004 FPL)
	394-1, 394-2.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u>
	394-27, 394-28, 394-47, 394-48.....	Updated examples to correspond to 2004 <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u>
	Appendix....	<b>Table 7:</b> Revised Dependent Deduction Chart <b>Exhibit L:</b> Revised <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)
	Forms.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2004 FPL)
<b>6/01/04 Rev. #11</b>	5-6.....	Revised <b>Table of Contents</b>
	252-255.....	Removed the reference to Jobs referrals when the client's only eligible activity is unsubsidized employment
	272-275.....	Changed the process for handling Jobs referrals when the only activity is employment - Specialists will authorize these cases under JB Child Care
	303-340.....	Revised TCC eligibility policy
	Appendix.... Exhibit G.1	Revised the "AP49 Income Code Desk Aid" to reflect codes currently in use

Revision Date	Page Number	Description of Change
7/01/03 Rev. #10	5-8, 13.....	Revised <i>Table of Contents</i>
	49-50, 57-58, 77-78.....	Removed references to the “30 day grace period” following expiration of the review date in the <i>Automated Application/Referral Tracking Procedures</i> section of the manual
	394-1-394- 68.....	Revised the <i>Priority Waiting List Procedures</i> section to the manual (References to the “30 day grace period” have been removed. An updated “CCA Priority Waiting List Desk Aid” and the latest revision of the <i>Priority Waiting List: What You Need To Know</i> (CC-016) form has been included.)
	458-464, 473-476.....	Revised the <i>Case Review Process</i> section of the manual, stated that the auto-closure function will run 5 workdays after the review date and removed references to the “30 day grace period”
	485-486, 493-494.....	Changed the title of the CC-507 from <i>Priority Waiting List Approval Notice</i> to <i>Priority Waiting List Placement Notice</i> in the <i>Bank Of Notices Instructions</i> section of the manual
	Appendix...	Changed the title of the CC-507 from <i>Priority Waiting List Approval Notice</i> to <i>Priority Waiting List Placement Notice</i> and revised the “CCA Priority Waiting List Desk Aid”
	Forms.....	Added the latest revision of the <i>DES Child Care Services Information</i> (CC-046) and the <i>Priority Waiting List: What You Need To Know</i> (CC-016) forms to the <i>Forms</i> section
7/01/03 Rev. #9	189-190.....	Revised <i>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</i> (CC-229; 2003 FPL)
	209-212.....	Revised Dependent Deduction Chart and <i>Child Care Assistance Unwed Minor Parent Deeming Worksheet</i> (CC-231)
	377-378.....	Revised <i>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</i> (CC-229; 2003 FPL)
	Appendix....	Table 7: Revised Dependent Deduction Chart Exhibit L: Revised <i>Child Care Assistance Unwed Minor Parent Deeming Worksheet</i> (CC-231)
	Forms.....	Revised <i>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</i> (CC-229; 2003 FPL)

Revision Date	Page Number	Description of Change
6/10/03 Rev. #8	384-393c....	<p>Stated that as of 7/1/03 providers must submit a completed <u>Agreement For Additional Child Care Charges</u> (CC-208) along with the <u>Unpaid Copayment Worksheet</u> (CCA-1021A) when reporting a nonpayment of copayment problem.</p> <p>Removed references to the AzCCATS <i>Household Add/Update</i> (CP06) screen in the Non-payment of Copayment section and replaced them with references to the AzCCATS <i>Applicant/Responsible Person</i> (AP30) screen.</p> <p>Instructions for processing new nonpayment of copayment fields on the AP30 have been included.</p>
12/01/02 Rev. #7	5-8, 11-13.....  21-26.....  29-30, 33-34, 99-100, 163-164, 298-299, 335-336, 354-357, 368-369.....  394-1-394- 68.....  411-414, 421-422, 425-430.....  431-436, 445-452.....  458-459.....  465-468, 477-478, 481-482, 485-488, 493-494.....	<p>Revised <i>Table of Contents</i></p> <p>Revised and added Priority Waiting List definitions</p> <p>Corrected terminology from “Waiting List” to “Priority Waiting List”</p> <p>Added <i>Priority Waiting List Procedures</i> section to the manual</p> <p>Corrected terminology from “Waiting List” to “Priority Waiting List”</p> <p>Revised <i>Temporary Case Suspension</i> section</p> <p>Added 12 month review for Priority Waiting List clients to the <i>Case Review Process</i> section of this manual</p> <p>Corrected terminology from “Waiting List” to “Priority Waiting List” and added references to the <i>Priority Waiting List Procedures</i> section</p>

Revision Date	Page Number	Description of Change
<b>12/01/02 Rev. #7 cont.</b>	541-542.....	Added the <u>Priority Waiting List Status Report</u> (CCA-1070A) form to the <b>Case File Format</b> section of this manual
	Appendix....	Added exhibits related to the Priority Waiting List Added the “CCA Priority Waiting List Desk Aid”
	Forms.....	Added the <u>Priority Waiting List Status Report</u> (CCA-1070A) and the <u>Priority Waiting List: What You Need To Know</u> (CC-016) forms to the <i>Forms</i> section
<b>07/01/02 Rev. #6</b>	189-190.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2002 FPL)
	209-212.....	Revised Dependent Deduction Chart and <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)
	377-378.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2002 FPL)
	Appendix....	Table 7: Revised Dependent Deduction Chart Exhibit L: Revised <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)
	Forms.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2002 FPL)
<b>11/01/01 Rev. #5</b>	3-4, 7-8, 11-12.....	Revised Table of Contents
	191-194a....	Added guardianship subsidy payments to countable income section Added lump sum child support payments intercepted by DCSE from absent parent’s tax return as excluded income Deleted references to obsolete JTPA program and replaced with WIA references Clarified that employer paid child care is considered exempt income
	195a-195k	Added policy regarding use of the AP49 AZTECS/CCA Countable Income Screen
	196-199.....	Exhibit G: Income Verification Through the AzCCATS AP49 AZTECS/CCA Countable Income Screen
	200.....	Table 6: Verification of Self-Employment Income Table

Revision Date	Page Number	Description of Change
<b>07/01/01 Rev. #5 cont.</b>	201-203d....	Added policy regarding use of the AP49 AZTECS/CCA Countable Income Screen
	204.....	Reformatted
	433-457.....	Added policy regarding use of the AP49 AZTECS/CCA Countable Income Screen to the Changes Section
	458-464.....	Added policy regarding Auto-Closure process to the Case Review Process section
	465-476.....	Added policy regarding Auto-Closure process to the Automated Case Review Process section
	Appendix F	Exhibit G: Income Verification Through the AzCCATS AP49 AZTECS/CCA Countable Income Summary Screen  Exhibit G.1: AP49 Income Code Desk Aid
<b>07/01/01 Rev. #4</b>	189-190.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2001 FPL)
	209-212.....	Revised Dependent Deduction Chart and <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)
	377-378.....	Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2001 FPL)
	Appendix....	Table 7: Revised Dependent Deduction Chart Exhibit L: Revised <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)
<b>2/1/01 Rev. #3</b>	3-4, 11-12.....	Revised Table of Contents
	53-54, 61-68, 105-110, 153-154, 163-166, 175-178, 240-279, 462-463.....	Clarified family size when applicant is a nonparent relative Added Expedited (X) Jobs Referral Process

Revision Date	Page Number	Description of Change
<b>07/01/01 Rev. #3 cont.</b>	Appendix...	<p>Table 5 &amp; 5a: Revised Overview of Child Care Programs</p> <p>Table 13: Revised Jobs Automated Referral Code Description Table</p> <p>Exhibit I: Revised AzCCATS ASJOB Sample Screen</p> <p>Table 21: Office of Appeals Directory</p> <p>Table 19: Revised Reason For Care Code Table</p> <p>Exhibit O.5: Revised Generating the Jobs Provider Notice from the AzCCATS AP10 Screen</p> <p>Exhibit DD: Revised AzCCATS <u>Jobs Client Provider Selection Notice</u> (CC-103)</p> <p>Index of Forms, Pamphlets, and Brochures: Revised form revision dates</p>
<b>7/1/00 Rev. #2</b>	<p>189-190.....</p> <p>209-212.....</p> <p>377-378.....</p> <p>Appendix...</p>	<p>Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2000 FPL)</p> <p>Revised Dependent Deduction Chart and <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)</p> <p>Revised <u>Child Care Assistance Income Eligibility Chart &amp; Fee Schedule</u> (CC-229; 2000 FPL)</p> <p>Table 7: Revised Dependent Deduction Chart</p> <p>Exhibit L: Revised <u>Child Care Assistance Unwed Minor Parent Deeming Worksheet</u> (CC-231)</p>
<b>2/1/00</b>	Policy and Procedures Manual	Reprinting of the CCA Policy and Procedure Manual